

## **M E M O R A N D U M**

**#04-18**

**TO:** All Department and School Fiscal Officers  
**FROM:** Trisha L. Neely, Director  
**DATE:** March 8, 2004  
**SUBJECT: FIXED ASSET TRAINING**

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In order to come into full compliance with GASB mandates, extensive modifications have been made to the Fixed Asset module. We will be offering hands-on data entry training in order to clearly communicate all changes. Training will be available on the following dates:

March 29, 30, and 31  
April 5, 6, 7, 19, 20, 21, 22, 26, 28, and 29  
May 3, 4, and 5

Morning and afternoon classes are being scheduled. Please identify individuals in your organization that will attend the Fixed Asset training on the attached form and return to Lewis Brooks by March 15. Appropriate training candidates are those who currently enter Payment Vouchers and are responsible for your fixed asset accounts.

Should you have questions concerning the changes being made, please contact Linda Murabito at 744-1079.

## Fixed Asset Class Registration Form

Two classes are being offered each day beginning at 9 am or 1 pm on the days specified in Accounting Memo 04-15. Please fill in the appropriate class section below and return your registration early, as **class size is limited**. Your registration will **NOT** be confirmed. You will be contacted **only** if the class you have selected is full and rescheduling is necessary for another day or at another location.

Complete the form below indicating the date and time preference. Please be sure to enter the 6-digit budget unit agency number for your agency and YOUR 7-DIGIT phone number. You **MUST** write in AM or PM on the day of your choice.

							AM or PM
First	Last Name	Agency #	Dept	Division	Phone	Date	Session
Example							
Lewis	Brooks	25-05-01	Finance	Accounting	744-1039	4/01/04	AM

**When completed, return this form by March 15, 2004 to:**

Lewis Brooks at [Lewis.Brooks@state.de.us](mailto:Lewis.Brooks@state.de.us)

***For those without Internet or electronic file transfer capability, fax your form to:***

**FAX # 302-744-1045**

## DIRECTIONS

The DTI Computer Lab is located in the William Penn Bldg at 801 Silver Lake Plaza, Dover.

**FROM THE NORTH:** Take Route 1 south to the first Dover Exit, #104 “Dover Industrial Exit”. After paying the 50 cents toll, continue straight through four traffic lights (about three miles), where you’ll make a left on Walker Road. At the second traffic light, make a left into Silver Lake Plaza. The William Penn Building is immediately on your right. You will need to have pictured identification to gain entry into this building.

**FROM THE SOUTH:** Route 1 and 113, same as from the North directions, take Exit 104.

**FROM THE SOUTH:** North on Route 13 to Dover. Turn left on South State Street.

Proceed approximately two miles through Dover to Silver Lake. Make a left onto Walker Road (this is a five way junction) and at the next traffic light, make a right into Silver Lake Plaza. The William Penn Bldg (DTI) is immediately on the right.